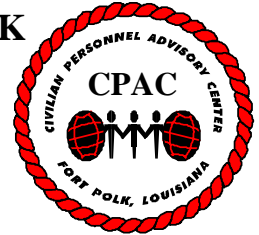


**JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341**

"A Return to Prominence -- The Year to Excel"



**CPAC INFORMATION BULLETIN
NUMBER 75**

OCTOBER 2005

National Security Personnel System Update

COMMUNICATING WITH YOUR SUPERVISOR

This is the final of the two part series designed to prepare all employees to successfully transition to NSPS. Communicating with your supervisors is a "must" under NSPS. In this article we will focus on how to communicate.

Remember the following guidelines as you get ready for NSPS.

Offer Constructive Feedback

As organizations implement NSPS, your feedback can drive improvement. Feedback is a good thing. Communicating your viewpoint to your supervisor in a constructive way helps improve the system in the long run. Remember these tips for constructive feedback:

- *Be Prepared.* Formulate an effective comment or recommendation; make sure your issues and points are formed properly and well stated so your supervisor can understand your views. Be candid and state facts, not feelings.
- *Be a part of the solution.* Your ideas matter! When you discuss NSPS with your supervisor, include ideas on how

your organization can prepare for and improve under NSPS.

- *Continue the dialog.* As you prepare for implementation, keep talking with your peers and supervisor about NSPS and performance. This open communication is crucial to you and your organizations success.
- *Use appropriate feedback channels.* There are several ways to provide feedback (e-mail, anonymous drop boxes, websites, ect.). Ask your supervisor for the best way to convey your thoughts in order to maximize your impact.

Ask for feedback

Do not be afraid to ask your supervisor how you are doing. You want to know what you are doing well and areas where you can improve. When you receive feedback about:

- *What you are doing well* – take time to consider how you can apply what is working to your other responsibilities.
- *Areas for improvement* – try not to be defensive. Instead ask for specific examples of how you need to improve and clarify any questions and concerns you may have.

Take a moment to jot down the outcome of your feedback so you have a record of it, and you can use the information later when you are preparing for your formal appraisal.

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NSPS TRAINING

NSPS Training Plan Reflects a Comprehensive Learning Strategy

NSPS Program Executive Office (PEO)

Training is critical for a smooth transition to the National Security Personnel System (NSPS). The Department of Defense is developing a comprehensive training program for managers, supervisors, and employees. All employees will be trained on how the system works and how it will affect them.

The NSPS training plan aims to educate employees about NSPS, teach the skills and behaviors necessary to implement and sustain the new system, foster confidence in it, and facilitate DoD's transition to a culture of performance. The training plan features web-based and classroom instruction as well as other informational materials and workshops. The NSPS Program Executive Office (PEO) will develop and provide courses to the Components. In turn, each Component will train its workforce through its existing training infrastructure.

The plan centers on two training domains, as follows:

- The functional domain, which covers the human resources, labor relations, and appeals sections of the NSPS regulations; and
- The change management domain, which addresses the skills, attitudes, and behaviors necessary for success under NSPS.

Functional courses will cover pay banding, staffing flexibilities, performance management, employee engagement, labor relations, appeals procedures, and related matters. These courses will be tailored to specific audiences (e.g., supervisors and managers, human resources practitioners, attorneys, and non-supervisory employees).

Managers and supervisors – both military and civilian – are key to achieving a performance-based culture. As such, their functional training will concentrate on performance management under NSPS and will enhance such essential skills as setting clear goals and expectations, communicating with employees, and linking individual expectations to organizational goals and objectives.

The national design of the pay-for-performance management system includes pay pools. Pay pool managers will be trained on all aspects of the pay pool process: goals and objectives, authorities, funding, documentation, effective panel characteristics, etc. Roles and responsibilities of the pay pool manager, participating supervisors, and the performance review board will also be covered extensively. A mock pay pool panel process will take panel members through the full assessment process, to include mock payout and employee feedback. This training will provide an opportunity to experience the process and fine-tune procedures before the actual pay pool process begins.

The Department is focusing on training results and outcomes, as opposed to adopting a prescriptive "one size fits all" strategy. Training needs vary by individual and organization, depending on their familiarity with a performance-oriented work environment.

The core functional training courses will include the following:

- Managers and supervisors – 18 hours;
- Employees – 13 hours; and
- HR Practitioners – 25 to 40 hours, depending on the individual's area of expertise (the higher figure includes training on labor relations and appeals elements of NSPS).

Employees will receive functional training through three vehicles, as follows:

- Printed Materials; Brochures and pamphlets will target specific

audiences to raise awareness of the new system and outline key concepts.

- Web-Based Training; Two 60-minute courses, "Fundamentals of NSPS" and "NSPS 101," will provide self-paced, introductory training on demand. "NSPS 101" is a prerequisite for the classroom sessions.
- Classroom Sessions; the classroom is the main functional training vehicle. A train-the-trainer approach will be used.

The second training domain, change management, involves behavior-based training to ease communication between the supervisor and employee as they discuss and jointly develop performance objectives tied to the overall organization's mission. This training includes interpersonal communications, team building, and conflict management. Some Component behavior-based training has already begun. Additional courses will be developed and offered to all affected employees before NSPS implementation.

For both the functional and change management training domains, trainers will receive fully scripted instructor guides supplemented by video vignettes and interactive exercises. Classroom training will be scheduled on a just-in-time basis, approximately four to six weeks before NSPS implementation.

*Excerpt taken from the CPMS Express
August 2005*



**"Goodness is the only
investment that never fails."
-- Henry David Thoreau**



CUSTOMER SERVICE

Since our goal here at JRTC and Fort Polk is to deliver "Knock your socks off" service to our customers, thanks to the Chief of Plans, Analysis and Integration Office, we are sharing the results of the Customer Satisfaction Study by the Technical Assistance Resource Program.

The chart below is based on a customer's initial response after interacting with the first point of contact in the organization. Each time the customer is referred to another employee or level of the organization to have their concern resolved, their level of satisfaction drops 20%.

Note: As shown in the chart below, if a customer is initially satisfied, he is 85% likely to return for repeat business. Whereas if he is initially dissatisfied, complains, and the first responding employee satisfies the customer, he is even **more** likely to return for repeat business at 94%.

IF	THEN
If the customer is <u>satisfied</u> ...	Then the customer is 85% likely to return for repeat business
If the customer is dissatisfied & does nothing...	Then the customer is 7% likely to return for repeat business
If the customer is dissatisfied & the employee does nothing...	Then the customer is 19% likely to return for repeat business
If the customer is dissatisfied, complains, and the employee appeases the customer...	Then the customer is 54% likely to return for repeat business
If the customer is <u>dissatisfied, complains, and the employee satisfies the customer</u> ...	Then the customer is 94% likely to return for repeat business

SICK LEAVE

Eligibility

Both permanent and temporary employees earn sick leave. The earning rate differs based on their work schedules. All full-time employees, regardless of their length of service, earn four hours of sick leave each full biweekly pay period. Part-time employees earn one hour of leave for every 20 hours in a pay status. Employees do not accrue sick leave in pay periods where leave without pay or absence without leave reaches 80 hours. Intermittent employees do not earn sick leave.

Use of Sick Leave

Sick leave is a qualified right of the employee and may be used only for the reasons defined below:

1. When the employee or one of his or her family members has a medical, dental or optical examination.
 2. When the employee cannot work because of a physical or mental illness, injury, pregnancy, or childbirth.
 3. When the employee provides care for one of his or her family members who requires it because of physical or mental illness, injury, pregnancy, or childbirth.
 4. When the employee arranges for or attends a family member's funeral.
 5. When the employee is exposed to a communicable disease.
 6. When the employee adopts a child.
- [Adoption Benefits Guide for Federal Employees](#). Appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel and any other activities necessary to allow the adoption to proceed are covered.

The following relatives of employees are considered family members:

1. Spouses and their parents;

2. Children, including adopted children, and their spouses;
3. Parents;
4. Brothers and sisters, and their spouses; and
5. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

When employees use sick leave for family member care, they may not use more than the amount they earn each year. For full-time employees, that is 13 days or 104 hours. If a full-time employee uses more than five days (40 hours), s/he must have at least 80 hours left to his or her credit after using the first 40 hours. Part-time employees and employees with uncommon tours of duty may also use sick leave for family member care but the amount of sick leave they may use is pro-rated. The agency may not advance sick leave to meet the required balance.

Sick leave becomes available for use at the beginning of the pay period during which the employee earns it. There is no limitation on the amount s/he may carry forward each year. When an employee leaves federal service, the sick leave may be recredited. This provision was effective December 2, 1994 and does not apply to employees who left federal service and were re-employed prior to December 2, 1994. Generally, sick leave of more than three consecutive workdays should be supported by medical documentation. Supervisors may request medical documentation at any time, if s/he doubts the validity or adequacy of the request. When the evidence does not justify the approval of sick leave, the absence may be charge to annual leave with the employee's consent, AWOL, or leave without pay. In addition, if the employee is ill during a period of annual, s/he may substitute sick leave contingent upon evidence or documentation acceptable to the supervisor.

In addition, it is possible to advance sick leave. Although not a routine procedure, in cases of serious disability, illness or confinement for childbirth, activities may advance full-time employees up to 30 days of sick leave. Employees with part-time or uncommon tours of duty are also eligible; however, the advance is pro-rated.

An employee whose sick leave balance is less than 80 hours may use up to a maximum of 4 hours in a year, without loss of pay or change to leave, to participate in **preventative health screenings**. This will be considered excused absence and each manager must ensure recording and monitoring of hours used in order to report to the Office of Personnel Management.

DOD guidance is found at [DOD 1400-25.M, Civilian Personnel Manual, Chapter 630](#). Click on Civilian Personnel Manuals, then click on Chapter 600. The Defense Finance and Accounting Regulation, [DOD 7000-14-R, Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, Chapter 5](#) provides more guidance.



Eligibility

Annual leave is provided by law and accrues automatically to permanent employees and temporary employees who are serving under appointments that exceed 90 days.

Temporary employees who are on appointments limited to 90 days or less become entitled to annual leave once they have been employed **continuously** for 90 days. This entitlement exists regardless of how many successive appointments the employee serves before completing the 90-day waiting period, provided there is no break in service between the appointments. Once s/he completes 90 days, the employee

is credited with the leave that accrued to him or her during that period.

Charges to Leave

The minimum charge for either annual or sick leave is 15 minutes and additional leave is charged in multiples of 15 minutes. Absence in a nonpay status is also charged in multiples of 15 minutes for the actual time absent. Supervisors may only charge leave on those days the employee would otherwise work and receive pay. They may not charge either annual or sick leave for absences on holidays or other non workdays unless they have employees who receive additional pay for standby tours of duty. In cases where the employees do not have sufficient annual leave available to cover the leave taken, the excess absence is charged first to leave without pay, compensatory time, if any, and then to leave without pay (LWOP). When employees do not have sufficient sick leave available, the pay system will automatically charge the excess to any annual leave, then to compensatory time, if any, and finally to leave without pay.

When an employee is unavoidably tardy or absent for less than an hour, and the supervisor agrees the reasons are acceptable, s/he may excuse the absence without charge to leave. If the reasons are not acceptable, the supervisor may charge the employee absence without leave (AWOL) or allow the employee to take leave. When the supervisor chooses either of these options, s/he may not require the employee to perform work for any part of the leave period charged against the leave account.

Accrual

Full-time employees earn 13, 20, or 26 days of annual leave each leave year, depending on their years of service. Employees with less than three years of service earn 13 days each year, employees with between three and 15 years of service earn 20 days each year and employees with 15 or more years

of service earn 26 days each year. Part-time employees earn leave on a pro-rated basis. During the first three years, they earn one hour of leave for every 20 hours in a pay status. Between their third and fifteenth year, they earn one hour of leave for every 13 hours in a pay status; and, after their fifteenth year, they earn one hour of leave for every 10 hours in a pay status. Most employees have a maximum accumulation of 30 days each year. Employees who work outside the United States, unless they were hired locally, can accumulate up to 45 days each year. Employees forfeit any leave to the their credit at the end of the leave year that exceeds the limit. Employees can have the leave restored if the forfeiture meets the provisions described in the next paragraph.

Leave Restoration and Forfeiture

The agency may restore annual leave that would be lost if the agency determines that an exigency (work situation requiring immediate action) of the service exists, if the employee is ill or if the agency makes an administrative error that causes the loss of annual leave otherwise accruable. **Leave restoration in these instances is only possible if the leave was scheduled in advance.** The leave must be scheduled and approved in writing before the start of the third pay period before the end of the leave year. In addition, employees at installations closing or realigning pursuant to the Defense Base Closure and Realignment Act (BRAC) of 1990 will have excess leave restored whether or not such leave was scheduled. When DA closes BRAC designated bases, it is an exigency of the service permitting employees to carry over use-or-lose leave without meeting the criteria for restoration.

Employees must use their restored leave within two years after the end of the calendar year in which the leave is restored unless there is an extended exigency under OPM rules as defined in 5 CFR, Section 630.309.

Annual Leave Accounts Upon Separation

An employee will receive a lump-sum payment for any unused annual leave when s/he separates from federal service or enters active duty and elects to receive a lump-sum payment. At separation, an employee is entitled to payment for all annual leave s/he has earned. This includes the regular carryover balances from the previous year, if any; the current leave year's unused earned leave; and, any unused restored leave that has not reached the two year expiration date. Employees with annual leave that is appropriate for inclusion in separation payments may not use the leave as what is commonly referenced as terminal leave unless exigencies of the service require such action. Terminal leave is leave used just prior to an employee's departure from the federal government when the supervisor knows the individual will not return to other federal employment. There are exceptions. Some examples are:

1. If the employee is being separated due to reduction-in-force or declination of transfer of function, s/he can use the leave to extend the separation date to attain first eligibility for a retirement annuity and/or for Federal Employees Health Benefit (FEHB) annuitant coverage.
2. If the employee has applied for disability retirement; s/he may use leave.
3. If the employee returns to work on his/her last administrative workday, s/he may use leave.
4. If the employee takes leave during the final hours of the last day of employment before separation, providing s/he substantially worked the entire final pay period, including part of the last day.

If an employee receives a lump-sum payment and is then re-employed by the government before the end of the period covered by the payment, s/he must refund an amount equal to the gross compensation received for the unexpired portion of the lump sum leave period. This includes pay

before deductions of any kind and, if applicable, differentials and allowances received as well.

DOD guidance on leave is found in [DOD 1400-25.M, Civilian Personnel Manual, Chapter 630](#). Click on Civilian Personnel Manuals, then click on Chapter 600. Additional information is in the Defense Finance and Accounting regulation, [DOD 7000 14-R, Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, Chapter 5](#).

The Number of Fort Polk Employees Earning Recognition Grew

	2002		2003		2004		2005	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
AC (DOC)	2	4.88%	2	2.56%	1	6.24%	2	2.39%
BA (IMA)	135	2.81%	153	2.64%	159	2.53%	175	2.05%
CB (CID)	1	0.70%						
FC (Mission)	36	3.77%	34	3.15%	35	3.06%	34	2.84%
MC (Medical Cmd)	107	1.15%	132	1.04%	214	1.00%	256	1.32%
SE (HQ DA Staff Field Oper Agencies)	1	3.79%	2	4.25%	5	3.91%	7	3.56%
TC (Ops Grp)	11	4.27%	7	3.96%	18	3.58%	21	3.52%
XB (TMDE Spt)	3	2.06%	4	1.98%	5	1.49%	3	2.02%
XB (Dir of Readiness)					1	1.17%		
XQ (LAO)	3	1.67%			3	1.55%	2	1.14%
Fort Polk Overall	299	2.43%	334	2.20%	441	2.00%	500	1.91%

Despite the austere budget situation, Fort Polk leaders recognized a record number of employees for their outstanding contributions to mission accomplishment.

During FY 05, an overall total of 500 Fort Polk employees received a monetary award. This represented an increase of 67% over the FY 02 experience. While the number of employees recognized increased, the amount of the awards declined, evidencing the fact that managers made the most of the available dollars. The trend indicates that since FY 02 the number of employees recognized continued to grow while the amount of awards declined.

TDY AND LOCAL TRAVEL INCREASE MILEAGE TO \$ 0.485

Effective 01 September 2005, the TDY mileage rates for local and TDY travel are:

POC	RATE PER MILE
Airplane	\$1.07
Automobile	\$0.485
Motorcycle	\$0.305
POC use instead of a Gov't-furnished vehicle	\$0.285
Partial reimbursement for POC use	\$0.105

These changes are scheduled to appear in printed change number 228 of the JFTR, and 482 of the JTR, dated 1 December 2005.

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2005

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Veteran's Day	11 Nov 2005	14 Nov 2005
Thanksgiving Day	24 Nov 2005	25 Nov 2005
Christmas Day	26 Dec 2005	23 Dec 2005
New Year's Day	2 Jan 2006	30 Dec 2005

For additional information pertaining to the holiday and liberal leave schedule refer to CPB 01-05 dated 3 January 2005 as amended by CPB 10-05 dated.

"Each excellent thing, once learned, serves for a measure of all other knowledge."

--Sir Philip Sidney



REMINDER: The Open Season for TSP is April 15 through 30 June 2005. The Open Seasons will be eliminated effective 1 July 2005.

TSP RATES OF RETURN

Rates of Return were updated on **01 October 2005**.

	G Fund	F Fund	C Fund	S Fund	I Fund
Sep 2005	0.36%	1.03%	0.84%	0.83%	3.68%
Last 12	4.35%	2.81%	12.27%	22.11%	25.74%
Months* (10/1/04 – 9/30/05)					

The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

Callers from **inside** the United States and Canada should use the following number to reach the Thrift Line or the TSP Service Office:

(877) 968-3778 – (1-TSP-YOU-FRST)
This is a **toll-free number**

Beginning May 31, callers from outside the United States and Canada who cannot use the toll-free number should use the following telephone number to contact the Thrift Line or the TSP Service Office:

(404) 233-4400
This is **not a toll free number**

OCTOBER MANDATORY TRAINING

Mandatory Training for FY 05 will be conducted during the employee's birth month.



Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.

The October 2005 training dates are:

04 October 2005

19 October 2005

The location of the training for the above class dates is the new Library/Education Center, Room 123.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse

0930-0940 - break

0940-1010- Security

1010-1020 - break

1020-1120 - DA Ethics Training

1140-1240 - Lunch

1240-1540 - E/POSH

ANTI-TERRORISM TRAINING

The October 2005 Level 1 Anti-Terrorism onsite class date is scheduled for **18 October 2005, 0830-1200 hours at the Library/ Education Center, Room 123**. All birth-month employees are required to attend this training **OR** complete this training online prior to 21 Jun 05 as follows:

The online location of the training is <https://atlevel1.dtic.mil/at/> the access code is **aware**. Once you get in you will be asked to sign-up. Please complete the sign-up form and submit. After submission you will be able to log on immediately. Make sure that you remember your username and password.

-Click on AT Level 1 Course

-When ready to begin the training - scroll down to Begin the Training and click on cv

-The rest is user friendly

All individuals who choose to complete the training online must print a copy of the certificate of training and fax it to Tami Culbreath at 531-1856. Include the social security number on the certificate of completion.

Electronic Statements Through myPay

The Department of the Army will be offering a new way to view civilian Leave and Earnings Statements (LESSs) through the Defense Finance and Accounting Service's (DFAS) SmartDocs. Beginning 26 September 2005, employees will receive an email notification that their SmartLES is available, including a hyperlink to the site where you can view your SmartLES: <https://mypay.dfas.mil>.

The SmartLES is an enhanced LES product that contains two types of embedded links. One provides an explanatory text about information in specific blocks on the LES; the other allows comparison between current data and the previous pay period data. The block titles are highlighted in **blue**. Click on them, and text boxes will appear, explaining the type of data in that block. The information in **green** indicates data that has changed from the prior LES. Click on the **green** text to compare current data with data from the prior pay period. The SmartLES even provides detail on leave used during the pay period and dynamic links to other applications and web sites, such as OPM.

The email you receive will appear as SmartDocs@dfas.mil in the "From" box. Clicking on the link within the email establishes a secure socket layer (SSL) connection with an encrypted session, just like logging into the myPay site. If preferred, copy and paste the link (<https://mypay.dfas.mil>) into your web browser or key it in to your web browser directly. You may even wish to add it as a favorite link for 24/7 access.

Smart Docs is a supplemental delivery mechanism and does not replace information currently contained in myPay. There are no additional user-IDs or passwords; however, to receive the emails and access SmartLES, you must have an email address within the myPay system and a customized myPay PIN. If you don't have a PIN, go to the myPay web page at <https://mypay.dfas.mil> request a PIN. By logging in to myPay, you can see if your email address is in the system. If it isn't, you may enter a personal email address under the "Secure Personal Email Address" area to ensure you will receive the email.

ARE YOU AT RISK FOR BREAST CANCER?

October is National Breast Cancer Awareness month.

How informed are you about your risks of developing breast cancer?

Below are statistics about Breast Cancer in America:

- **Breast cancer is the most frequently occurring cancer: 178,700 women will be diagnosed with invasive and 36,900 with in situ breast cancer.**
- **One woman is diagnosed every three minutes in the U. S.**
- **One woman dies every 12 minutes in the U. S.**
- **43,500 women will die from breast cancer this year.**
- **One out of eight women will develop breast cancer in her lifetime.**
- **Men are also at risk for breast cancer; 1,600 men will be diagnosed.**
- **400 men will die from breast cancer this year.**
- **Breast cancer is the leading cause of death among women 35 to 54 years of age.**
- **Breast cancer costs more than \$6 billion each year in medical expenses and lost productivity.**

RISK FACTORS:

- **Of women diagnosed with breast cancer, 76 percent have NO risk factors; the greatest risk is being female.**
- **Having a first degree family history of breast cancer increases risk two to three times; if cancer occurred in relative before menopause or occurred in both breasts, the risk is even higher.**
- **Family history on mother's or father's side is equally important.**
- **Having a first child after age 30 or having no children.**
- **Early menstruation (before age of 12) or**

late menopause (after age of 50).

- **History of ovarian, or colon cancer.**
- **Increased alcohol intake.**
- **Obesity, particularly after menopause.**

Our greatest weapon against breast cancer is early detection. Breast cancer found early can usually be treated successfully.

Practice breast self-exam monthly. Contact a physician if any change is found in your breasts. Have a clinical breast exam by a health care professional. Women 40 and older should have a mammogram yearly as recommended by the American Cancer Society.

In recognition of National Breast Cancer Awareness month, the Health Promotion Program at Bayne-Jones Army Community Hospital will be providing Health Awareness at the Post Exchange on 14 & 28 October 2005 from 1000-1300. For more information you may contact the Health Promotion Program at 531-6880 or 531-3255.

Flu Season



Are you prepared for Flu Season?

Influenza, A-K-A the Flu, according to the Centers for Disease Control and Prevention (CDC) is a virus that is spread from person to person through coughing and sneezing of infected persons. The typical incubation period is 1-4 days. Adults can become infectious 1 day before symptoms occur up to 5 days after illness onset.

Uncomplicated influenza illness is characterized by the abrupt onset of constitutional and respiratory signs and symptoms (e.g., fever, myalgia, headache, malaise, nonproductive cough, sore throat, and rhinitis). Among children, otitis media, nausea, and vomiting are also commonly reported with influenza illness.

Influenza illness typically resolves after 3–7 days for the majority of persons, although cough and malaise can persist for >2 weeks. Among certain persons, influenza can exacerbate underlying medical conditions (e.g., pulmonary or cardiac disease), lead to secondary bacterial pneumonia

or primary influenza viral pneumonia, or occur as part of a co infection with other viral or bacterial pathogens. Young children with influenza infection can have initial symptoms mimicking bacterial sepsis with high fevers, and $\leq 20\%$ of children hospitalized with influenza can have febrile seizures. Influenza infection has also been associated with encephalopathy, transverse myelitis, Reye syndrome, myositis, myocarditis, and pericarditis.

The best way to protect yourself and your family against the flu is to get vaccinated each fall. There are two types of vaccinations; 1) the flu shot, an inactivated vaccine that is given with a needle, usually in the arm. The flu shot is approved for use in people older than 6months, including healthy people and people with chronic medical conditions 2) The nasal-spray, a vaccine made with live, weakened flu viruses that do not cause the flu. This vaccine is approved for use in healthy people 5 years to 49 years of age who are not pregnant.

The best time to get vaccinated is October or November, but you can still get vaccinated in December and later. Flu season can begin as early as October and last as late as May.

Anyone who wants to reduce their chances of getting the flu can get vaccinated. If you want more information on Influenza, you may contact your family physician or local clinic.

BJAC Immunization Clinic will be administering flu shots this flu season.

For more information you can call 531-3593.



Happy Autumn!



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. ogles@polk.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

**HAVE A SAFE &
HAPPY HALLOWEEN!**

